

OBTAINING RECORDS

The Internet search allows you to view and print out the scanned permit image. If you find the image is missing please provide our office with the Permit Number, Application Date and Applicant Name on the permit so a copy can be extracted from our archives.

If you are unable to find the information you are searching for, PHD personnel will be happy to do the search for you. Paper copy fees will apply.

A current fee of \$0.05 per paper copy page shall be charged – generally prepaid, before copies are made.

Per Section 9-338, Idaho Code, actual labor costs associated with locating and copying documents shall be charged if:

- The request is for more than one hundred (100 pages) of paper records; or
- The request includes records from which nonpublic information must be deleted; or
- The actual labor associated with locating and copying documents for a request exceeds two (2) person hours.
- Prepayment of estimated costs will be required.

The requested records or information will not be used for purposes of a mailing or telephone list prohibited by Section 9-348, Idaho Code, or as otherwise provided by law.

SharePoint> Environmental> OnSiteSewage> Reference Document>
SepticRecordSearch

OFFICE LOCATIONS

BENEWAH COUNTY ST. MARIES

137 N Eighth St.
St. Maries, ID 83861
Tel: (208) 245-4556
Fax: (208) 245-3692

BONNER COUNTY SANDPOINT

322 Marion
Sandpoint, ID 83864
Tel: (208) 265-6384
Fax: (208) 265-8550

BOUNDARY COUNTY BONNERS FERRY

7402 Caribou
Bonners Ferry, ID 83805
Tel: (208) 267-5558
Fax: (208) 765-4308

KOOTENAI COUNTY COEUR D'ALENE

8500 N Atlas Rd.
Hayden, ID 83835
Tel: (208) 415-5200
Fax: (208) 415-5201

SHOSHONE COUNTY KELLOGG

114 Riverside
Kellogg, ID 83837
Tel: (208) 786-7474
Fax: (208) 786-7019

SEPTIC RECORD SEARCH

**At
Panhandle Health
District**



Public Health

HOW TO SEARCH THE DATABASE

The Panhandle Health District has collected over 40,000 septic records into a searchable database for Internet retrieval. By using this database you will be able to obtain the necessary information to acquire a hard copy of the original septic permit issued for a parcel of land.

LET'S GET STARTED!

INTERNET LOCATION:

Proceed to the Panhandle Health District web site at:

www.phd1.idaho.gov

1. Click on the link for Septic Permit Search found on the green bar on the Home page.
2. A query form will pop up.
3. Enter your information and click the search button.
4. Click on the permit number in the table.
5. View or print the scanned documents.

DISCLAIMER — All records provided are for informational purposes only. Information will not be used for purposes of mailing or telephone lists for solicitation.

TYPES OF INFORMATION YOU CAN SEARCH BY

- **Permit Number**
- **Applicant Name**
- **Parcel Number**
- **Section**
- **Township**
- **Range**
- **Address**
- **County**
- **Subdivision Name**
- **Lot and Block**

Not all records contain all of the above listed information. Therefore we suggest you search on general information initially and subsequently refine your search.

SUGGESTED SEARCHING METHODS:

We suggest you start your search with a minimal number of fields and slowly narrow down the search. For example, start with:

Parcel Number
Or
Subdivision Name and Block Number
Or
Applicant's Last Name
Or
Section, Township and Range

NAME

If you know the name of the applicant for the permit, type in the last name only. The search will be conducted to find any occurrence of the name. For example if you entered **JOHN** in the "Applicant" field you would find any permit with any occurrence of **John** such as **Johns, Johnson, Johnsen, Johnstone, or Smith, John**. This is the best starting point for doing any search with the addition of refinements if needed.

SECTION, TOWNSHIP, RANGE

This information is recorded for individual permits. Parcels of land within a subdivision may not include this information. If the parcel you are looking for is within a subdivision, use the subdivision field to search for the parcel. Not all of this information is complete, as it was not always recorded with older applications.

SUBDIVISION

The Subdivision field searches with the same methods as the name field. If you entered **Pine** in the field you would obtain subdivision information for **Pine Tree, Pinevilla or White Pine** if they exist.